Staff Working Group Agenda
Pajaro River Watershed Flood Prevention Authority

March 17, 2026
10:00 a.m.

Zoom Meeting

https://us06web.zoom.us/j/81282193417?pwd=AMbW8tXdfN1FUXEQ4W4hI9OTDJ9VS9.1

Or Telephone: US: +1 669 900 6833
Meeting ID: 812 8219 3417
Passcode: 091478

1. Invoices

A. Gutierrez Consultants:
Approve invoice for services rendered on:
January 2026 - February 2026 (Page 3)

B. RAPS, Inc.:
Approve invoices for services rendered on:
January 2026 & February 2026 (Page 5)

C. ABC Law:
Approve the invoice for services rendered on:
January 2026 (Page 11)

2. Discuss Potential Grants

- **Lidia Gutierrez, Gutierrez Consultants**

Receive an update from Lidia Gutierrez.

3. Pajaro River at Watsonville Project Update

- **Mark Strudley, PRFMA**

Receive an update on the Pajaro River at Watsonville Project Update.

4. Draft April 2026 PRWFPA Board of Directors Agenda
- **Maura Twomey, RAPS, Inc.**

Review the draft April 2026 Board of Directors Agenda. The agenda will be provided at the meeting.

5. Other Items

6. Adjournment

Next Meeting:

BOD: April 10, 2026, Zoom @ 9 AM
SWG: April 21, 2026, Zoom @ 10 AM

Gutierrez Consultants

March 12, 2026

Ms. Maura Twomey, Executive Director
Pajaro River Watershed FPA
Post Office Box 2453
Seaside, CA 93955-2453

Dear Maura:

Attached is an invoice from Gutierrez Consultants for professional services provided from January 1, 2026 through February 28, 2026. The services were provided in accordance with the Soap Lake Floodplain Preservation Project Contract, Amendment 16. The invoice amount is $1,144.00 and the budget remaining is $60,848.00.

Sincerely,

Lidia Gutierrez
Principal

Integrated Planning and Funding Solutions

118 Diablo Ranch Court
Danville, CA 94506
925.766.5294

Invoice

Gutierrez Consultants
118 Diablo Ranch Court
Danville, CA 94506

Bill To:
Pajaro River Watershed FPA PO Box 2453 Seaside, CA 93955-2453

Date	Invoice No.	P.O. Number	Service Period
02/26/26	2059		1/1/26-2/28/26

Item	Description	Quantity	Rate	Amount
FPA Subtask 1.9 Partner Facilit	General project management and coordination; review and edit budget management analysis for audit; prepare FPPC 2025-2026 Form 700; prepare for and participate in February 6, 2026 FPA Board Meeting	4	286.00	1,144.00
			Total	$1,144.00

REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

PO Box 2453 (831)883-3750
Seaside, CA 93955-2453 (831)883-3755

January 31, 2026

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Serivce Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003 July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009, June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30, 2017, June 1, 2018, June 7, 2019, June 5, 2020, June 4, 2021, June 3, 2022, June 2, 2023, June 24, 2024 **and June 6, 2025**.

This letter is our billing for services rendered in the period **January 1 through January 31, 2026.**
The services included work under items 1 through 9 of the Exhibit A of the referenced contract.
The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **April 10, 2026.**

The services included work under items 1 through 9 of Exhibit A of the referenced contract.
The following

Work Element 530 - Agency Administration

Executive Coordinator	2	hours @	$ 333.00	$	666.00
Director of Finance & Administration	5	hours @	$ 275.00	$	1,375.00
Principal Accountant	4	hours @	$ 204.00	$	816.00
Associate Planner	0	hours @	$ 214.00	$	-
GIS Coordinator	0	hours @	$ 215.00	$	-
Clerk of the Board	1	hours @	$ 202.00	$	202.00
Total	12		Subtotal	$	3,059.00

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020, 6/4/2021, 6/3/2022, 6/2/2023, 6/24/2024 and June 6, 2025.

Total now due: $ 3,059.00

Sincerely,

Maura F. Twomey
Executive Coordinator

Regional Analysis and Planning Services
(RAPS)
Invoice for PRWFPA
January 1 - January 31, 2026

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	2.00	333.00	666.00
Subtotal	2.00	333.00	666.00
Director of Finance & Administration			
Project 530 Admin	5.00	275.00	1,375.00
Subtotal	5.00	275.00	1,375.00
Princial Accountant			
Project 530 Admin	4.00	204.00	816.00
Subtotal	4.00	204.00	816.00
Associate Planner			
Project 530 Admin	-	214.00	-
Subtotal	-	214.00	-
GIS Coordinator			
Project 530 Admin	-	215.00	-
Subtotal	-	215.00	-
Clerk of the Board			
Project 530 Admin	1.00	202.00	202.00
Subtotal	1.00	202.00	202.00
Total	12.00		3,059.00

Tasks Completed:

Executive Coordinator

Preparation of the January 20, 2026 Staff Working Group agenda; Preparation of the February 6, 2026 PRWFPA Board of Directors agenda.

Director of Finance Administration

Audit and Financial related work for the month of January 2026.

Principal Accountant

Audit and Financial related work for the month of January 2026.

GIS Coordinator

Associate Planner

Clerk of the Board

Preparation of the January 20, 2026 Staff Working Group agenda; Cancellation of the January 20, 2026 Staff Working Group meeting. FPPC: review of eDisclosure site.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

	WE 530 Admin	Remaining
Budget*	$ 45,000.00	$ 45,000.00
Amount Spent:		
July, 2025	$ -	$ 45,000.00
August, 2025	$ 2,282.00	$ 42,718.00
September, 2025	$ 2,727.50	$ 39,990.50
October, 2025	$ 3,948.00	$ 36,042.50
November, 2025	$ 550.00	$ 35,492.50
December, 2025	$ 408.00	$ 35,084.50
January, 2026	$ 3,059.00	$ 32,025.50
February, 2026	$ -	$ 32,025.50
March, 2026	$ -	$ 32,025.50
April, 2026	$ -	$ 32,025.50
May, 2026	$ -	$ 32,025.50
June, 2026	$ -	$ 32,025.50
Subtotal	**$ 12,974.50**	**$ 32,025.50**
Balance Available		$ 32,025.50

REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

PO Box 2453 (831)883-3750
Seaside, CA 93955-2453 (831)883-3755

February 28, 2026

Board of Directors
Pajaro River Watershed Flood Prevention Authority

RE: Contract for Serivce Dated July 1, 2000, and amended July 6, 2001, August 9, 2002, July 11, 2003 July 2, 2004, July 1, 2005, September 22, 2006, July 6, 2007, June 27, 2008, January 9, 2009, May 1, 2009, June 4, 2010, May 6, 2011, May 4, 2012, May 3, 2013, June 6, 2014, June 30, 2015, June 3, 2016, June 30, 2017, June 1, 2018, June 7, 2019, June 5, 2020, June 4, 2021, June 3, 2022, June 2, 2023, June 24, 2024 **and June 6, 2025**.

This letter is our billing for services rendered in the period **February 1 through February 28, 2026.** The services included work under items 1 through 9 of the Exhibit A of the referenced contract. The following breakdown of charges is summarized in accordance with Exhibit B of the referenced contract. Data is from the official time records under Work Element No. 530.

This invoice will be reviewed by the Staff Working Group, and a recommendation will be presented at the Board of Directors Meeting on **April 10, 2026.**

The services included work under items 1 through 9 of Exhibit A of the referenced contract. The following

Work Element 530 - Agency Administration

Executive Coordinator	3	hours @	$ 333.00	$	999.00
Director of Finance & Administration	3	hours @	$ 275.00	$	825.00
Principal Accountant	4	hours @	$ 204.00	$	816.00
Associate Planner	1	hours @	$ 214.00	$	214.00
GIS Coordinator	0	hours @	$ 215.00	$	-
Clerk of the Board	9	hours @	$ 202.00	$	1,818.00
Total	20		Subtotal	$	4,672.00

* Rates approved by the board on 5/6/10 and modified 11/4/2011, 6/3/2016, 6/7/2019, 6/5/2020, 6/4/2021, 6/3/2022, 6/2/2023, 6/24/2024 and June 6, 2025.

Total now due: $ 4,672.00

Sincerely,

Maura F. Twomey
Executive Coordinator

Regional Analysis and Planning Services
(RAPS)
Invoice for PRWFPA
February 1 - February 28, 2026

Position Title	Total Hours	Billing Rate	Total Cost
Executive Coordinator			
Project 530 Admin	3.00	333.00	999.00
Subtotal	3.00	333.00	999.00
Director of Finance & Administration			
Project 530 Admin	3.00	275.00	825.00
Subtotal	3.00	275.00	825.00
Princial Accountant			
Project 530 Admin	4.00	204.00	816.00
Subtotal	4.00	204.00	816.00
Associate Planner			
Project 530 Admin	1.00	214.00	214.00
Subtotal	1.00	214.00	214.00
GIS Coordinator			
Project 530 Admin	-	215.00	-
Subtotal	-	215.00	-
Clerk of the Board			
Project 530 Admin	9.00	202.00	1,818.00
Subtotal	9.00	202.00	1,818.00
Total	20.00		4,672.00

Tasks Completed:

Executive Coordinator

Attendance of the PRWFPA February 6, 2026 Board of Directors meeting; Cancellation of the February 17, 2026 meeting.

Director of Finance Administration

Audit and Financial related work for the month of February 2026.

Principal Accountant

Audit and Financial related work for the month of February 2026.

GIS Coordinator

Associate Planner

Clerk of the Board

Preparation for the PRWFPA February 6, 2026 Board of Directors meeting; Attendance of the PRWFPA February 6, 2026 Board of Directors meeting & follow up; Travel to Watsonville for Chair signature; Website update; Cancellation of the February 17, 2026 meeting.

REGIONAL ANALYSIS PLANNING SERVICES, INC.

A non-profit corporation chartered by the Association of Monterey Bay Area Governments

	WE 530 Admin	Remaining
Budget*	$ 45,000.00	$ 45,000.00
Amount Spent:		
July, 2025	$ -	$ 45,000.00
August, 2025	$ 2,282.00	$ 42,718.00
September, 2025	$ 2,727.50	$ 39,990.50
October, 2025	$ 3,948.00	$ 36,042.50
November, 2025	$ 550.00	$ 35,492.50
December, 2025	$ 408.00	$ 35,084.50
January, 2026	$ 3,059.00	$ 32,025.50
February, 2026	$ 4,672.00	$ 27,353.50
March, 2026	$ -	$ 27,353.50
April, 2026	$ -	$ 27,353.50
May, 2026	$ -	$ 27,353.50
June, 2026	$ -	$ 27,353.50
Subtotal	**$ 17,646.50**	**$ 27,353.50**
Balance Available		$ 27,353.50

Atchison Barisone & Condotti LLP

PO Box 481
Santa Cruz, CA 95061
TAX ID 39-3732872

February 12, 2026

Pajaro River Watershed Flood
Prevention Authority
Attn: Maura Twomey
PO Box 2453
Seaside, CA 93955-2453

Re:

Dear Pajaro River Watershed Flood
Prevention Authority,

Enclosed is invoice 35018, which covers services from 1/1/2026 to 1/31/2026. This invoice, dated 2/12/2026, is for $239.20. Your total balance, including past charges, is $2403.15. Prompt payment of your total balance is appreciated.

Billing Summary

Total for services rendered	$239.20
Total expenses	$0.00
Total interest and finance charges	$0.00
Total payments and other transactions	$0.00
Total previous balance	$2,163.95
Balance Due	$2,403.15

Thank you for your confidence in our work and our commitment to serving you.

If you have questions, please call us at 831 423 8383.

Sincerely,
Jennifer Quek
Office Manager

The Subsequent Pages are Confidential and Attorney-Client Privileged.

Atchison Barisone & Condotti LLP
PO Box 481
Santa Cruz, CA 95061
TAX ID 39-3732872

Invoice submitted to:
Pajaro River Watershed Flood Prevention Authority
Attn: Maura Twomey
PO Box 2453
Seaside, CA 93955-2453

February 12, 2026

Invoice #35018

Professional Services

			Hrs/Rate	Amount
	General			
1/21/2026	APC	Rec/rev J. Agee email corresp. re status of Audit letter response; review prior years' responses; assign JMP task re same. General	0.20 373.00/hr	74.60
	JP	Draft Audit Letter. Correspondence with APC re same. General	0.50 180.00/hr	90.00
1/27/2026	APC	Handle annual audit letter; email corresp. w/ JMP re same. General	0.20 373.00/hr	74.60
	SUBTOTAL:		[0.90	239.20]
	For professional services rendered		**0.90**	**$239.20**
	For professional services rendered		**0.90**	**$239.20**
	Previous balance			**$2,163.95**
	Balance due			$2,403.15

Payments are due by the last day of each month. A finance charge may be assessed pursuant to agreement. A $25 in addition to any bank fees will be charged for any returned checks.

Current	30 Days	60 Days	90 Days	120 Days
239.20	0.00	0.00	933.05	1,230.90

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